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## Reporting Requirements

### How do I submit my SF-425 (Federal Financial Report)?

The On-Line Data Collection System (OLDC) is not currently set up to accept the Federal Financial Report (SF-425); it can only be used to submit the Performance Progress Report (PPR). Grantees must continue to submit their SF-425 the same way they have in the past. The SF-425 must be sent to the assigned Grants Management Specialist at the Office of Grants Management (OGM). Additionally, grantees may share a copy of the SF-425 sent to OGM with their Program Specialist at the Office of Community Services by attaching a PDF copy of the SF-425 to their PPR in OLDC.

### How do I submit my final report?

When your grant ends, you will submit your final report in the OLDC system, the same way you submit semi-annual PPR reports. Your PPR for the last reporting period for your grant will serve as the final report. You will not need to submit a final report outside of OLDC. You must submit a final report within 90 days of the end of your grant period. The last semi-annual PPR for your grant will be due on October 30<sup>th</sup>, and your final report will be due on December 30<sup>th</sup>. You have two options for submitting your final report:

1. You can mark your last semi-annual PPR as final and submit it by October 30<sup>th</sup>.
2. You can submit your last semi-annual PPR by October 30<sup>th</sup>, then create a revised PPR and make additional changes prior to the final report deadline to reflect your final data, including any additional information or updates that may have occurred during the 90 day period.

For guidance on final reporting within OLDC, please consult resources from the CED-JOLI Final Report Webinar from November 15th, 2012, which can be found on the [PPR Information Page](#) of the [OCS Community Development Website](#).

If after reviewing these resources you still have questions regarding the final report, please email us at: [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com).

## **On-Line Data Collection System (OLDC)**

### **Log-in Information**

#### **Where do I find my login information for OLDC?**

Usernames and passwords were sent out to one person from each grantee organization from the [On-Line Data Collection System@acf.hhs.gov](mailto:On-Line_Data_Collection_System@acf.hhs.gov).

If the grant administrator does not have the email in his or her inbox, he or she should check email spam filters to see if it is there. He or she should also add [On-Line Data Collection System@acf.hhs.gov](mailto:On-Line_Data_Collection_System@acf.hhs.gov) to the email client's safe list to ensure receipt of future emails that come from OLDC.

If the grant administrator does not see the email in his or her inbox or spam folder, he or she should email [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com) to obtain the username and get a new temporary password.

#### **I've forgotten my password. How do I reset it?**

If you have not yet set up a challenge question for your username, please email [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com) to request that your password be reset. You will then receive an email from [On-Line Data Collection System@acf.hhs.gov](mailto:On-Line_Data_Collection_System@acf.hhs.gov) with a new password. Note that this is a temporary password, and it will need to be reset after accessing the system. You can establish a challenge question from the main page of the Department of Health and Human Services Secure Sign-In; this will allow you to reset your own password to something you will remember.

#### **Can more than one person use the same username/password credentials?**

Each On-Line Data Collection (OLDC) user must use a unique login. Multiple people may not share the same login. The Grant Administrator for the grant has the capability to create new users and to assign permissions to those users.

There are a number of resources that can guide you through the process of adding users and editing permissions in OLDC:

- [PPR Webinar 3: Reporting through the Online System](#) walked attendees through this process in its second module (titled Assignment Delegation Training). The webinar slides, transcript and video are available on the [PPR Information Page](#) on the OCS Community Development site. For these resources, scroll down to PPR Webinar 3 beneath the Webinar Series heading.
- [The OLDC Assignment Delegation User Guide](#) provides full instructions for adding users and assigning permissions. It is available under the heading OLDC Resources on the [PPR Information Page](#).

#### **The wrong person was entered as the Grant Administrator for our organization.**

Please submit a request to OCS Registrar, [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com), with the following information:

- New Grant Administrator phone
- New Grant Administrator email
- New Grant Administrator position title
- Is the original Grant Administrator still with your organization?

- Should we continue to use the original Grant Administrator as the primary project contact for general matters related to your grant, such as grantee conference information, upcoming webinars, resources and OCS news?

Once the new Grant Administrator to OLDC and he or she will receive two automated emails from [On-Line Data Collection System@acf.hhs.gov](mailto:On-Line Data Collection System@acf.hhs.gov). The first will contain a username, and the second will provide a temporary password to log into OLDC. To ensure these emails do not go into a spam folder, please add [On-Line Data Collection System@acf.hhs.gov](mailto:On-Line Data Collection System@acf.hhs.gov) to your email client's safe list.

## **Data Input and Errors**

**I have a Community Economic Development (CED) grant, but the only program I see under Program Name on the Program & Grantee Selection page is "Urban and Rural Economic Development." Where is the CED program?**

"Urban and Rural Economic Development" refers to the CED grants. Select "Urban and Rural Economic Development" from the *Program Name*. When you get to Step 3 on this page, you will see the acronym *CED* next to the "Program Performance Form" option in the dropdown box to indicate you are in the CED grant section.

**The dates on the Program & Grantee Selection page and the Grant & Report Period Selection page are not the same as my grant start and end dates. Should I be concerned?**

OCS is aware that the dates that appear on these pages do not necessarily align with your grant period, and that's OK. However, the grant period should be correct on the cover page of your PPR (titled Grantee Information & Certification) in fields 6a and 6b.

**We have more than one grant, but the grant numbers on the Program & Grantee Selection page do not display in the dropdown box. How do we know we are choosing the right grant?**

Unfortunately, the grant numbers do not display in the dropdown box listing all your grants; instead, you will see a hyphen with a two-digit number at the end of each line. This may create confusion for your organization if you have many past grants. To find the correct grant number, following these steps:

- On the *Program & Grantee Selection* page, you will choose the grant under the *Grantee Name* drop down. If you have multiple grants, you will need to select the correct grant from this drop down, based on the two-digit number at the end of each line. Grants are assigned numbers chronologically in order of award date of the grant, so a good starting point for selecting the grant is to choose the highest two-digit number.

### Program & Grantee Selection

Please use the drop-down lists below to make selections. Steps must be completed in order. You can narrow the Grantee list by searching using partial or complete filter values.

Step 1: [Program Name:](#)

Search: [Search For:](#)  [Like:](#)

Step 2: [Grantee Name:](#)

Step 3: [Report Name:](#)

- Next, on the *Grant & Report Period Selection* page, select the drop down in the *Funding/Grant Period* drop box. This will display the dates and grant numbers.

### Grant & Report Period Selection

[Program Name:](#)

[Grantee Name:](#)

[Report Name:](#) PPR

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Funding / Grant Period:](#)

Step 2: [Report Period:](#)

Select	Reporting Period	Status

- If the grant number you are looking for does not appear in the drop down, it means you have chosen the wrong two-digit number on the *Program & Grantee Selection* page. Use the bread crumbs at the top of the page and select "Grantee Selection" to go back to the *Program and Grantee Selection* page to choose the correct grant. If you still can't see the grant you're looking for, please email [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com).

OLDC Home **Grantee Selection** Report Selection

Grant & Report Period Selection

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT  
Grantee Name: ANACOSTIA ECONOMIC DEVELOPMENT CORPORATION - No. 00  
Report Name: PPR

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Funding / Grant Period: Select Funding/Grant Period

### Some of the jobs I created through my CED grant did not go to low-income individuals. How do I report those in the PPR?

Prior to the April – September 2014 reporting period, Form A of the PPR only asked for the number of positions created for low-income individuals, as outlined in CED guidelines (125% of the HHS poverty threshold).

Beginning with the April – September 2014 reporting period, Form A was updated to include a new indicator (A-00-J), which accounts for the total number of full-time positions created for **both** low-income and non-low-income people. This indicator was created in order for grantees to track and get credit for the total number of positions created, for both low-income and non-low-income individuals.

(1) Indicator Number	(2) Objective/Goal	(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
A-00-J	Create positions to employ all individuals (low-income and non-low-income)	Total # of full-time positions created for low-income and non-low-income people	0	40		
A-05-J	Create positions to employ low-income people	Total # of part-time positions created	0			
A-06-J		Total # of full-time positions created	0	30		
A-07-J		# of those full-time positions that were created AT LEAST six months ago	0			
A-08-J		# of full-time positions created that have been or were operational in the community for AT LEAST six consecutive months	0			

Indicator A-00-J is the **only** indicator that includes non-low-income individuals

### Indicators A-00-J and A-06-J on Form A of the PPR both ask for the total number of full-time positions created. What is the difference between these two indicators?

The first indicator related to job creation on Form A – A-00-J – asks for the total number of full-time positions created for **both** low-income and non-low income people. Indicator A-00-J was added to Form A of the PPR starting with the April – September 2014 reporting period. Indicator A-05-J asks for the number of positions created for low-income people only.

Remember that the principal purpose of the PPR is to collect data on the impacts of your CED grant for low-income people. However, OCS is still interested in the total number of jobs created for non-low-income individuals. A-00-J is where you record and get credit for the total number of positions created for the grant, for both low-income and non-low-income people. In the subsequent job creation indicators (A-05-J through A-12-J), you will report on positions created for low-income individuals only.

For example, your CED grant may have created 40 total jobs, but only 32 of the total jobs were filled by low-income people. For indicator A-00-J, you will record the total number of jobs created (40) and for indicator A-06-J, you will record the total number of those jobs that were filled by low income people (32).

**I have entered text and completed all of the required fields in Form A, but I received an Error message saying the fields are incomplete.**

The error messages you are receiving might be related to a requirement in OLDC dealing with zeros in Column 6. Any time you enter a zero in Column 6, Actual to Date, the system requires you to include an explanation in Column 7, Explanation.

Appendix A: CED Performance Progress Report Form			
PERFORMANCE MEASURES SF-PPR FORM A			
(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
	1	1	
	0	0	Requires explanation

We expect to see zeros in Column 6 because not all indicators apply to every grant and because there are certain indicators in here reflecting things your grant hasn't done yet or may not do at all (for your grant, this may be the case for creating full-time positions with retirement benefits). In other cases, the answer may be zero because you haven't collected the data (for your grant, this may be the case for data related to TANF recipients).

Although entering zeros for these indicators in Column 6 is fine, the system requires you to explain *why* you have entered zero. In [Webinar 1](#), we provided some guidance surrounding what you should enter in the Explanation column, depending on the reason you have entered zero in the Actual to Date column. Here is the guidance:

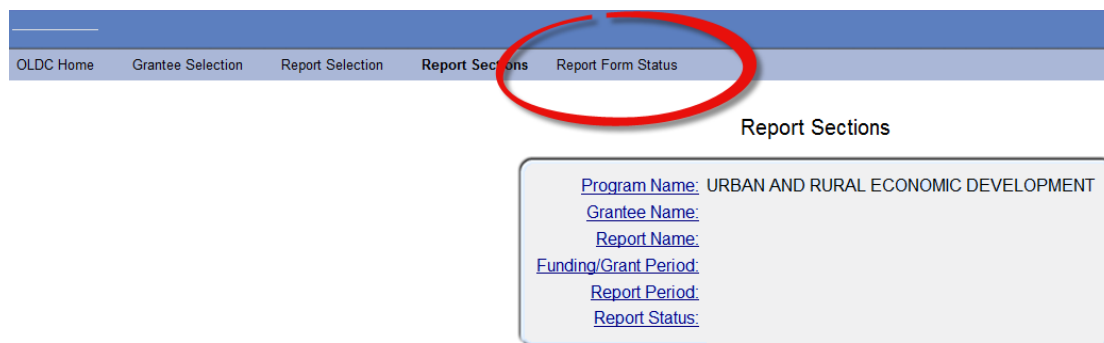
For all questions for which you have answered zero, you must enter one of the following:

- "NA" for not applicable, meaning this indicator is not relevant to your program

- "DNA" for data not available, meaning the indicator is relevant, but you do not currently track this information (for your project, this may be the case for the indicators asking about TANF recipients or starting wage data); or
- A short explanation of why your program currently has zero for indicators that are applicable and you track, but are just currently at zero. (For example, this is like the explanation you wrote in A-01-B, A-02-B and A-03-B, in which you explained that the business creation indicators do not apply to your project because it is a business expansion project).

**I realized I have made errors in the PPR, but I've already submitted the report. Is it possible to correct those errors?**

Yes it is possible to gain access to your report to fix errors. To do so you'll need to "unsubmit" the report. To begin, go back into your report and from the screen titled *Grant & Report Period Selection* and select *New/Edit/Revise Report*. From this next screen titled *Report Sections*, select *Report Form Status* from the top menu. From that next screen select *Unsubmit*.



The screenshot shows a web application interface. At the top, there is a navigation bar with several tabs: 'OLDC Home', 'Grantee Selection', 'Report Selection', 'Report Sections', and 'Report Form Status'. The 'Report Form Status' tab is highlighted and circled in red. Below the navigation bar, the main content area is titled 'Report Sections'. It contains a list of links: 'Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT', 'Grantee Name:', 'Report Name:', 'Funding/Grant Period:', 'Report Period:', and 'Report Status:'.

**I have completed all the required fields, but I am getting a warning message for A-01 Project Strategy and A-05 Geographical Location in form B.**

If it is your first time reporting, ignore this warning and proceed with your report. If you are editing a strategy you wrote in a previous report, note that any change to your project strategy must be discussed with your OCS Program Specialist. While you may still submit your report with the edit, please be sure to contact your Program Specialist to talk about any changes to your project strategy.

**I have completed all the required fields, but I am getting a warning message on the cover page.**

You will receive this message if you change the DUNS number or organization name. You should not receive a warning when entering this information your first time reporting. You will receive this warning only if you make an edit. While you may still submit your report with the edit, please be sure to contact your Program Specialist to talk about any changes to your DUNS number or organization name.



**I realize I have reported for the wrong reporting period. What do I do?**

Unfortunately, if you enter in your information for the wrong reporting period you have to re-enter your information into the correct reporting period. Therefore, as you begin your report, it is important to ensure you are completing it for the correct reporting period.

For assistance in completing your report for the correct reporting period, contact [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com). You will be provided with the data you entered in the incorrect reporting period and asked to re-enter this data in the correct reporting period. To select the correct reporting period, go to the screen titled *Grant and Report Period Selection*. Choose the correct Funding/Grant Period from the drop down for your grant. Then select the correct reporting period in step 2.

**Grant & Report Period Selection**

Program Name: URBAN AND RURAL ECONOMIC DEVELOPMENT  
Grantee Name:  
Report Name: PPR

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Funding / Grant Period: 09/30/2011 - 09/29/2016 EE (90EE09 ) ▾

Step 2: Report Period:

Select	Reporting Period	Status
<input type="radio"/>	04/01/2012 - 09/30/2012	
<input type="radio"/>	10/01/2011 - 03/31/2012	
<input type="radio"/>	04/01/2011 - 09/30/2011	
<input type="radio"/>	10/01/2010 - 03/31/2011	

**When reporting on leveraged funds, do I report only the leveraged funds that have been used for the project?**

The meaning of leveraged funds for the purpose of the PPR refers to the amount of funds committed to the project. If funds are committed, regardless of whether they have been expended, they should be reported in the PPR.

**Is the data I enter in the *Actual to Date* column of Form A supposed to be cumulative over the life of the grant or only for the specific reporting period?**

The data you enter in the *Actual to Date* column is cumulative unless the indicator asks you to provide information within a specific time period.

If the indicator in Form A asks for the TOTAL number, then enter in the TOTAL number over the life of the grant into the Actual To Date column.

If the indicator in Form A asks for the number during a specific time period (this will either be at least 6 or 12 months ago), then enter in only the number for that specific time period.

For example, the indicator A-01-B asks for the total number of new businesses created. The number you enter in the *Actual to Date* column for this indicator will be **cumulative** and include **all** the new businesses that were created by the grant since the grant start date. (See example below).

The following two indicators that relate to the number of new businesses created, A-02 and A-03, specify a 12 month time period. The data you enter in the *Actual to Date* column for these indicators will **not be cumulative** and will **only** include the total number of new businesses created AT LEAST 12 months ago.

<b>A. Performance Measures</b>					
<b>(1) Indicator Number</b>	<b>(2) Objective/Goal</b>	<b>(3) Indicator</b>	<b>(4) Baseline</b>	<b>(5) Project Target</b>	<b>(6) Actual To Date</b>
<b>A-01-B</b>	Create new businesses to employ low-income individuals	Total # of new businesses created	16	15	22
<b>A-02-B</b>		# of new businesses that were created AT LEAST 12 months ago	7		10
<b>A-03-B</b>		# of new businesses created at least 12 months ago that have been or were operational in the community for AT LEAST 12 consecutive months	5		7

**HINT:** The number of jobs created in A-01 is cumulative, so it will always be equal or greater than the values you enter into A-02 and A-03.

## **PPR Data Collection Tool**

**When I download the PPR data collection tool a little exclamation mark appears on the Excel icon and I have the latest version of Excel. Should I be worried?**

No, there's no need to be worried. The yellow exclamation point indicates that the Data Collection Tool is a macro-enabled workbook; it does not signal there is anything wrong with the file.